Meeting Minutes – Port Byron Library Board of Trustees

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting Information** | | | | | |
| **Date: 11/2/23** | |  | **Location:** | | Port Byron Library |
| **Time:** | | Start: 6:00 pm  End: 7:10 pm | **Meeting Type:** | | Board of Trustees Monthly Meeting |
| **Called By:** | | Joyce Alfred | **Facilitator:** | | Joyce Alfred |
| **Submitted by:** | | Mary Beth Howell |  | |  |
| **Attendees:** | | Bernie Redmond, Sharon Mills, Hal Lewis Joyce Alfred, Amanda Hare, Mary Beth Howell, Rachel Kepple, Andrea Seamans  Absent: Steve Whipple, Bernie Tomasso | | | |
| **Guests:** | | Amy Lamouroux | | | |
| **Reports** | | | | **Presenter** | |
| **1** | Approve Meeting Agenda  Motion: Andrea Seamans  Second: Hal Lewis  All Approved | | | Joyce Alfred | |
| **2** | Approve Meeting Minutes from Previous Meeting (October)  Motion: Hal Lewis  Second: Bernie Redmond  All Approved | | | Joyce Alfred | |
| **3** | Treasurer’s Report  Motions to accept the treasurer's report  Motion: Sharon Mills  Second:Andrea Seamans  All Approved | | | Bernie Redmond | |
| **3** | Director’s Report   * November Program flier * Amy has an email in to Sarah about asking for an increase in the tax levy for the next school budget vote, We didn’t ask for an increase last year. * School librarian stopped on the return a book a student returned to the school that belonged here. She is willing to have a partnership with our library. * Giving tree set up in the library. General donations to the library. * Hat and mitten tree up in the library. * A Motion was made to Send $700 to Finger Lakes Library System for the Overdrive contribution.   + Motion:Hal Lewis   + Second: Sharon Mills     - All Approved * Proposed 2024 Budget * Payroll * Amy wrote a thank you and a response to her evaluation. | | | Amy Lamouroux | |
| **Old Business** | | | | **Motion By** | |
| **1** | Personnel Manual Update   * Look at the changes * Accept the changes * Vote on the changes | | | A Motion was made to approve the personal manual with the changes that were made.  Motion: Rachel Kepple  Second: Mary Beth Howell  All Approved | |
| **2** | Staff Evaluation Forms & Policy  \*Moved to next meeting\* | | |  | |
| **New Business** | | | | **Motion By** | |
| **1** | Accept Board Member Leave Request  from Nov 1 2023, thru April 1, 2024  Motion to accept the board member leave of absence request | | | Motion: Hal Lewis  Second: Sharon Mills  All Approved | |
| **3** | Meeting Adjourned | | | Motion: Hal Lewis  Second: Amanda Hare  All Approved | |
| **Public Comments** | | | | **N/A** | |
| **Other Notes & Information** | | | | | |
| **Next Meeting - December 14, 2023**  **Moved from December 7th to December 14th due to the High school Band/chorus concert** | | | | | |